

Key Control System – Step by Step Instructions

Getting Started:

- http://www.utoledo.edu/depts/police/Key_Control.html
- Log into the Key Control System (KCS) by using your UTAD Username/Password.

Key Request System

Please enter your UTAD user ID and password. If you have not yet activated your UTAD account, or have forgotten your password, please visit the [My UT Account page](#) for assistance.

User ID:

Password:

- You can request a key in 3 different ways:

Key Request System

Please select the appropriate option:

Key request for self

Key request for someone else

Departmental key request

- Option 1 – Key Request for yourself.

Key Request System

[Log Out](#)

Faculty and staff who are permanent employees

CONDITIONS: Persons to whom keys to University facilities are issued are prohibited from duplicating, lending, or transferring said keys to any other person. Individuals are fully responsible for keys they are issued, and must return all keys no longer needed to UT Police key control, including under such circumstances as new work assignments, office relocation, job transfer, or separation from the University.

Rocket Number: R00006336 **Name:** Sherri Kaspar
E-mail: sherri.kaspar@utoledo.edu **Department:** Parking Enforcement
Office Phone: 419-530-4117 **Position/Title:** Manager, Public Safety Servs
Status: Staff (Employee Class: U1 - Unclassified PSA FT); Permanent Employee
Key Needed: * Main Campus/Scott Park Health Science Campus

- **Option 2 – Key Request for someone else.**

Key Request System

Please select the appropriate option:

- Key request for self
 Key request for someone else
 Departmental key request

Does this person have a Rocket number?

- Yes No

Rocket number of the person you request the key for:

Submit

Key Request System

[Log Out](#)

Please select the appropriate option:

- Key request for self
 Key request for someone else
 Departmental key request

Does this person have a Rocket number?

- Yes No

Is this person an affiliate?

- Yes No

Please enter first name and/or last name to search an affiliate:

First Name:

Last Name:

Search

[Show All Affiliates](#)

[Add New Affiliate](#)

- **Option 3 – Departmental Key Request**

Key Request System

Please select the appropriate option:

- Key request for self
- Key request for someone else
- Departmental key request

Submit

- All forms are alike after this point.
- Please fill in: Building, Room (must have room #), Function of Room, Approvers Campus and Approver.

Key Request System

[Log Out](#)

Faculty and staff who are permanent employees

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Rocket Number: R00006336 **Name:** Sherri Kaspar
E-mail: sherri.kaspar@utoledo.edu **Department:** Parking Enforcement
Office Phone: 419-530-4117 **Position/Title:** Manager, Public Safety Servs

Status: Staff (Employee Class: U1 - Unclassified PSA FT); Permanent Employee

Key Needed: * Main Campus/Scott Park Health Science Campus

Building: Libbey Hall (LH) ▼

NOTE: You can only request one key per submission.

Room: 1200 *(Must have room number) * ▲▼

(Note: Room ID should not exceed 20 characters. If more than one room is needed, please enter each room in a separate line.)

Function of Room:

Office Conference room Other

Approver Campus: All Main Campus/Scott Park Health Science Campus

Approver List: Wise, Matthew (Enterprise App Architect - Audio Visual Svs) ▼ [View Details](#)

Submit

Exit

- Click on "Submit"

Approver Campus: All Main Campus/Scott Park Health Science Campus

Approver List: [View Details](#)

Your request has been successfully submitted!

- **An email will be sent to the person you selected as an approver.**
- **Once the key is complete and ready for pick-up; you will receive an email.**

Subject: Key Ready for pick up

Greetings Sherri Kaspar,

Your key 508 will be ready for pick up after 24 business hours from receiving this email. **Please print out this email and bring it and a photo ID to the Transportation Center to retrieve your key.**

Hours of Operation: 8:30am - 5p Monday through Friday

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Key: 987 Seq: 1

Signature: _____ Date: _____

- **This email will need to be printed out and brought with the person who was assigned the key along with a photo ID.**